

## *St. Louis City Ordinance 63182*

### FLOOR SUBSTITUTE

BOARD BILL NO. [94] 163

INTRODUCED BY ALDERMAN ROBERT RUGGERI , MARY ROSS

An ordinance to repeal Ordinance #62662, approved July 10, 1992 relating to the position classifications and salaries of the Treasurer's Office employees and to enact in lieu thereof certain new sections relating to the same subject matter and containing an emergency clause.

BE IT ORDAINED BY THE CITY OF ST. LOUIS AS FOLLOWS:

SECTION ONE. Ordinance 62662, approved July 10, 1992, is hereby repealed.

SECTION TWO. The following positions of the Treasurer's Office whose duties shall be those indicated by their respective titles and codes, are hereby allocated as listed below and adopted as the pay classification plan of the Treasurer's Office:

<b>Class Title</b>	<b>Code</b>	<b>Grade</b>
Deputy Treasurer	1185	29M
Chief Fiscal Officer	1183	29M
Accounting Manager I	1445	22M
Investment Specialist	1182	20G
Investment Control Accountant II	1183	20G
Investment Control Accountant I	1180	17G
Account Clerk III	1159	14G
Administrative Clerk II	1162	13G
Secretary III	1133	13G
Account Clerk II	1142	11G
Secretary II	1132	11G
Cashier	1190	10G
Clerk/Secretary III	1133	10G
Administrative Clerk I	1161	10G
Clerk IV	1114	10G
Payroll Clerk	1121	9G
Secretary I	1131	9G
Account Clerk I	1193	8G
Clerk/Secretary II	1132	8G

Clerk III	1113	7G
Clerk/Secretary I	1131	6G
Clerk II	1112	5G
Clerk I	1111	3G

### SECTION THREE. Pay Schedule.

(a) Fiscal Year 1994-95: There is hereby adopted as the compensation schedule for all grades established in Section Two of this ordinance, the following ranges of salary, beginning with the bi-weekly pay period starting on or about June 12, 1994 and extending through June 24, 1995.

#### BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

<b>Grade</b>	<b>Starting</b>	<b>Maximum</b>
29M	1789	2664
22M	1283	1905
20G	1168	1571
17G	1013	1362
14G	880	1182
13G	841	1130
11G	766	1029
10G	732	985
9G	699	942
8G	667	896
7G	637	857
6G	608	817
5G	582	783
3G	531	714

(b) Fiscal Year 1995-96: There is hereby adopted as the compensation schedule for all grades established in Section Two of this ordinance, the following ranges of salary, beginning with the bi-weekly pay period starting on or about June 12, 1994 and extending through June 24, 1995.

#### BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

<b>Grade</b>	<b>Starting</b>	<b>Maximum</b>
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29M	1816	2704
22M	1302	1935
20G	1186	1595
17G	1028	1383
14G	893	1201
13G	854	1151
11G	777	1047
10G	743	1000
9G	709	956
8G	677	912
7G	647	870
6G	617	830
5G	591	795
3G	539	726

#### SECTION FOUR. Starting Salary.

The minimum rate of pay for a position shall be paid upon original appointment to the class, unless the appointing authority finds that it is impractical to recruit employees with adequate qualifications at the minimum rate. If an advanced starting salary is necessary, the City Treasurer (hereinafter referred to as the "appointing authority") may establish a recruitment rate for a single position or all positions in a class and authorize employment at a figure above the minimum but within the regular range of salary established for the class.

#### SECTION FIVE. Promotion, Demotion, Reallocation and Transfer.

An employee who is transferred, promoted, demoted, or whose position is reallocated after the effective date of this ordinance, shall have his or her rate of pay for the position determined as follows:

(a) Promotion: This shall be defined as a change of employee from a position of one class to a position of another class with a higher pay grade. When an employee is promoted to a position which is only one grade higher, the employee's salary shall be set at a rate which is up to five percent (5%) higher than the rate received immediately prior to promotion. If the position to which the employee is promoted is two (2) or more grades higher than the original position, the employee's salary shall be set at a rate which is up to ten percent (10%) higher than the rate received immediately prior to promotion. The appointing authority may approve up to a fifteen percent (15%) salary

adjustment upon promotion when such action is needed to attract experienced, qualified candidates for a position. Such salary determination shall take into consideration the nature and magnitude of the accretion of duties and responsibilities resulting from the promotion. However, no employee shall be paid less than the minimum rate nor more than the maximum rate for the new class of position.

(b) Demotion: This shall be defined as a change of an employee to a position of one class to a position of another class which has a lower pay grade. If an employee accepts a voluntary demotion, his or her rate of pay shall be reduced to a rate within the range for the new position which is up to five percent (5%) lower than the rate received immediately prior to demotion. The appointing authority may approve up to a ten percent (10%) salary decrease upon demotion. However, no employee shall be paid less than the minimum nor more than the maximum rate for the new class of position.

(c) Reallocation: The salary of an employee which is in excess of the maximum of the range prescribed by this ordinance for the class and grade to which his or her position has been allocated or may be reallocated shall not be reduced by reason of the new salary range or grade. The salary of such employee shall not be increased so long as he or she remains in the class of position, except as otherwise provided by this ordinance. If the employee's position is reallocated to a class in a lower pay grade and the rate of pay for the previous position is within the salary range of the new position, his or her salary shall remain unchanged. The salary of an employee whose position is allocated to a class in a higher pay grade shall be determined in accordance with the provisions of this section relating to salary advancement or promotion.

(d) Transfer: The salary rate of an employee who transfers to a different position in the same class, or from a position in one class in the same pay grade, regardless of pay schedule, shall remain unchanged, provided that no employee shall be paid less than the minimum rate nor more than the maximum rate for the new class of position, except as otherwise provided in this ordinance.

## SECTION SIX. Salary Adjustment.

Salary adjustments for all employees shall be based on considerations of merit in the performance of duties and success in fulfilling predetermined goals and objectives as herein provided:

(a) Eligibility for any annual within-range merit increases shall be determined by the appointing authority. The appointing authority may grant within-range salary adjustments in any whole dollars increment up to three and thirty-five one-hundredths percent (3.35%) of the employee's bi-weekly base salary.

(b) The appointing authority may establish additional guidelines for within-range salary adjustments to insure the effective utilization of salary ranges to reward meritorious service.

(c) A decrease in the salary range for poor performance of the duties of the position or for job performance which does not warrant continued pay at an advanced rate in the salary range shall be made in accordance with standards established by the appointing authority.

(d) The appointing authority may adjust the salary of an employee whose salary is established in this ordinance only at intervals as described above except in the case of:

- (1) Exceptional performance of duties: The appointing authority of an employee who demonstrates exceptional performance of duties or outstanding qualifications may advance the employee by not more than ten percent (10%) after twenty-six (26) weeks of employment at the same rate in the salary range.
- (2) Substandard performance of duties: The appointing authority of an employee whose level of performance is significantly diminished and no longer warrants payment at the current rate within the range may be decreased to a lower rate in the salary range.

(e) The pay of any employee may be decreased as a disciplinary action by an appointing authority to a lower rate or step within a salary range. The decrease shall not be greater than fifteen (15%) percent of the employee's current salary rate. In no case shall the decrease be below the minimum of the pay range for the class. The appointing authority may determine that the pay decrease shall be effective for a specific number of bi-weekly pay periods, providing, however, that such decrease shall not be effective for more than twenty-six (26) weeks.

(f) For the purpose of computing earnings and length of service for salary advancement, the time shall start with the Sunday preceding all appointments effective on Monday. Absence from service as a result of vacation, sick leave, jury/witness leave, suspensions, non-paid absence, leave of absence for service in the armed forces, and leaves of absence for study to improve performance of City job will not interrupt continuous service. Absence from service for any

other cause except as set forth above will result in breaking continuity of service.

#### SECTION SEVEN. Income Sources.

Any salary paid to an employee shall represent the total remuneration for the employee, excepting reimbursements for official travel and other payments specifically authorized by ordinance. No employee shall receive remuneration from the City in addition to the salary authorized in this ordinance for services rendered by the employee in the discharge of the employee's ordinary duties, of additional duties which employee may undertake or volunteer to perform. Whenever an employee not on an approved paid leave works for a period less than the regularly established number of hours per day, days per week, or days bi-weekly, the amount paid shall be proportionate to the hours in the employee's normal work week and the bi-weekly rate for the employee's position. The payment of a separate salary for actual hours worked from two or more departments, divisions, or other units of the City for duties performed for each of such agencies is permissible if the total salary received from these agencies is not in excess of the maximum rate of pay for the class.

#### SECTION EIGHT. Conversion.

(a) The pay schedules in Ordinance 62662 shall continue in effect until the beginning of the bi-weekly pay period starting on or about June 12, 1994, at which time the rates to be paid to employees in positions of any class for which a rate is established or changed in this ordinance shall be increased by a factor of not more than one and one-half percent (1.5%) to the nearest whole dollar as determined by the appointing authority. This provision shall not apply to employees whose rate is deemed to be above the maximum of the new range as a result of demotion or reallocation.

(b) The pay schedules in section 3(a) shall continue in effect until the bi-weekly pay period starting on or about June 25, 1995, at which time the rates to be paid to employees in positions of any class for which a rate is established or changed in this ordinance shall be increased by a factor of not more than one and one-half percent (1.5%) to the nearest whole dollar as determined by the appointing authority. This provision shall not apply to employees whose rate is deemed to be above the maximum of their new salary range except as provided below.

(c) No employee shall be reduced in salary by reason of the adoption of the new pay schedules in this ordinance. The appointing authority may establish a special conversion procedure for a class or position in the event that the

appointing authority determines that a serious inequity would be created by the application of the conversion procedures established in this section.

SECTION NINE. Whenever the appointing authority finds it necessary to add a new class or reallocate the grade of a class of position in the classification plan, the appointing authority shall allocate or reallocate the class to an appropriate grade in this ordinance and notify the Board of Aldermen of his action.

SECTION TEN. The passage of this ordinance being deemed necessary for the immediate preservation of the public peace, health and safety, it is hereby declared to be an emergency measure and the same shall take effect and be in force immediately upon its approval by the Mayor.

Legislative History				
1ST READING	REF TO COMM	COMMITTEE	COMM SUB	COMM AMEND
06/10/94	06/10/94	PE	06/22/94	
2ND READING	FLOOR AMEND	FLOOR SUB	PERFECTN	PASSAGE
06/24/94			06/30/94	06/30/94
ORDINANCE	VETOED		VETO OVR	
63182				

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